



INTEROFFICE CORRESPONDENCE

DATE: October 12, 1994

TO: K. Bentzen, Data Management and Reporting, Bldg. 080, X8573

FROM: D. G. Breen, Project Services, Bldg. 080, X6997

SUBJECT: PROJECT SERVICES HIGHLIGHTS: OCTOBER 3-7, 1994 - DGB-187-94

DOE ORDER: 5700.6C

ADMINISTRATIVE SERVICES (AS) HIGHLIGHTS

ACCOMPLISHMENTS

The DOE Weekly Report was completed on time.

INFORMATION

Budget activities for FY 95 and redistribution of workload continue.

Work continues on the first draft of the Performance Indicators developed by AS personnel. AS Performance Indicators will be finalized after a review of materials received from the DOE/NV Family Quality Forum is completed.

The preliminary plant-wide data gathering for the Savings Bond Drive has begun. The drive is set for the week of October 17, 1994. Approximately 10 hours the week of October 10, and 20 hours the week of October 17, will be required to support the drive.

Responsibility for Cost/Productivity Improvement (C/PI) activities and the weekly report has been turned over to the Commitments Tracking Coordinator. The C/PI training and facilitation duties have been assumed by the Administrative Lead. Additional services formerly provided by the C/PI employee will be eliminated since the plantsite support group has also experienced a reduction of personnel and cannot support additional workload.

The IAG Monthly Report will no longer be prepared in Quark Express (desktop publishing software) but will be done in WordPerfect. Although the IAG requires preparation of a report, it does not dictate the format. A change is necessary because of the transitioning of a dedicated graphics/presentation employee. Sophisticated graphic service will still be available for special projects within the Training and Qualification (T&Q) group of Project Services. The Director of ERPD has been notified, and her requests will be coordinated by T&Q personnel.

DOCUMENT CLASSIFICATION
REVIEW WAIVER PER
CLASSIFICATION OFFICE

ADMIN RECCRD
SW-A-003501

K. Bentzen
October 12, 1994
DGB-187-94
Page 2

PLANNED ACTIVITIES

The FY 95 Budget will be finalized, and a tracking system will be established to ensure that funding levels are not exceeded. With the limited dollars available, careful planning is imperative to reap maximum benefit from the dollars spent.

The Process Improvement Team on communications will meet on Thursday, October 13, 1994.

PROBLEMS

Commitments made to the Department of Energy/Rocky Flats Field Office (DOE/RFFO) by the former Manager of Program Integration and Reporting will not be met because not only were the commitments extremely ambitious at the time but also because funding levels for FY 95 will not provide for the greatly expanded services necessary to achieve the promised results.

PLANS AND PROCEDURES (P&P) HIGHLIGHTS

ACCOMPLISHMENTS

See Attachment (Performance Indicators - Plans and Procedures Team).

INFORMATION

P&PT personnel have spent considerable time researching History Files of the documents listed in the Document Review and Approval Matrix (DRAM). Upon completion of this project, P&PT will have documentation that includes names of reviewing organizations as well as DOE and regulatory approval requirements.

P&PT personnel are continuing to research the possibility of facilitating approval of GT.27 through GT.31. All five procedures have been used in the field for a number of years without being approved/controlled procedures.

Since the Science Application International Corporation (SAIC) contract will not be awarded, the funds were reallocated to support one matrixed Document Services staff member for FY 95. This individual will report to work at the Interlocken facility on Monday, October 10, 1994.

No review/concurrence sheets have been returned for the following procedures which were transmitted to DOE:

- 21100-WP-OU.08, Phase I RFI/RI Work Plan Operable Unit (OU) 8 - August 24, 1994
- 4-I49-ENV-OPS-FO.31, Groundwater Recovery/Storage System Normal Operations, OU 1, Building 891 - September 24, 1994
- 4-I52-ENV-OPS-FO.34, Ion Exchange System Normal Operations, OU 1, Building 891 - September 24, 1994

K. Bentzen
October 12, 1994
DGB-187-94
Page 3

- 4-I54-ENV-OPS-FO.36, Ion Exchange System Regeneration Operations, OU 1, Building 891 - September 14, 1994
- 4-I55-ENV-OPS-FO.37, Neutralization Tank Normal Operations, OU 2, Building 891 - September 14, 1994
- 4-I57-ENV-OPS-FO.39, Calibration, Operation, and Maintenance of Monitoring and Fluid Handling Equipment, OU 1, Building 891 - September 14, 1994
- 4-L02-ER-OPS-GT.20, Soil Interstitial Water Sampling - September 30, 1994
- 4-I59-ENV-OPS-FO.41, System Normal Operations OU 2, Field Treatability Unit - September 7, 1994
- 4-I60-ENV-OPS-FO.42, Chemical Cleaning Operations OU 2, Field Treatability Unit - September 7, 1994
- 4-I61-ENV-OPS-FO.43, Filter Press Operation and Cleaning OU 2, Field Treatability Unit - September 7, 1994
- 4-I62-ENV-OPS-FO.44, Spent Granular Activated Carbon Transfer OU 2, Field Treatability Unit - September 9, 1994
- 4-I63-ER-OPS-FO.45, Chemical Handling and Mixing Operations OU 2, Field Treatability Unit - September 7, 1994

PLANNED ACTIVITIES

Routine editing, performance of document Verification and Validation (V&V), completion of Document Modification Requests (DMRs), and incorporation of SMEs' comments will continue.

PROBLEMS

None.

TRAINING AND QUALIFICATION (T&Q) HIGHLIGHTS

ACCOMPLISHMENTS

In order to ensure that Environmental Restoration Program Division (ERPD) personnel have current Quality Assurance (QA) training, an effort is being made to schedule them to view the QA Overview prior to November 1, 1994. This endeavor is especially critical in preparation for the DOE audit scheduled in that time frame.

T&Q Personnel accomplished the following routine tasks:

- Delivered two briefings on Standing Order #24. Thirty personnel attended on October 4, and seventeen personnel attended on October 5.
- Scheduled two Safety Meetings for October 13 and 31. A video will be shown titled *Are We Scaring Ourselves To Death?*
- Attended the Qualification Council meeting.

- Continued development of presentations for Training Resource and Data Exchange (TRADE) conference.
- Distributed a special Required Reading, 1-31000-COOP-015, Communication Criteria, for the Environmental Operations Management organization.
- Distributed Required Reading for 3-J77-ER-ADM-08.03, Graded Validation, and 3-J76-ER-ADM-08.05, Data Completeness Check and Contract-Compliance Screening.
- Distributed Required Reading for 2-N93-ER-ADM-06.04, Map Control, 2-G18-ER-ADM-17.01, Records Capture and Transmittal, 3-J50-ER-ADM-17.07, Records Receipt, Indexing, Filing and Retrieval, and 2-N96-ER-ADM-17.09, Records Identification, Preparation, & Generation.
- Discussed planned database development with Automated Sciences Group, Inc. (ASG) (subcontractor) and benefits to its Skills, Education, and Training (SET) Standards completion.
- Provided a narrative and diagram of planned Training/SET database to Project Services Manager. Developers of systems listed in the TRADE Conference program will be contacted for information which may provide insight into innovative methodologies for design of the T&Q database.

INFORMATION

The Department of Transportation (DOT) Train-the-Trainer certification which is required for instructional use of DOE-developed curriculum materials was discussed with the manager of Traffic. Completion of the Radiation Worker Level II course is even being suggested as a prerequisite for qualification as an occasional substitute trainer for Traffic/Training Department personnel currently serving as DOT trainers.

A letter will be drafted that allows procedures to be released in a timely fashion prior to the return of all Required Reading assignments. The letter will inform managers of those employees who are delinquent because the training was not completed by the designated due date.

The following are statistics for the Computer-Facilitated Training (CFT) Center for the week of September 26-30, 1994:

	Maximum Capacity	Scheduled	Completed	No Shows	Walk In	Canceled
Total	80*	62	61	0	2	3

*Additional systems were configured to support the delivery of Oracle Office training on September 29.

PLANNED ACTIVITIES

A make-up briefing on Standing Order #26 will be conducted on Wednesday, October 12.

K. Bentzen
October 12, 1994
DGB-187-94
Page 5

PROBLEMS

None.

DGB:tds

Attachments:
As Stated

cc:

C. A. Anderson
G. S. Bigger
G. Dunn
S. J. Grantham
J. A. Gwin
D. G. Headington
L. J. Hollowell
P. Kujala
D. Q. Lake
C. A. Newland
J. A. Pietrafeso
J. H. Rosenberg
E. J. Sanchez
N. C. Stem
L. A. Stevens
K. O. Taylor
C. M. Waggoner
ERPD Project File (2)

PERFORMANCE INDICATORS PLANS AND PROCEDURES TEAM

FY 1995

